

Employee Suggestion - [] No. 173

25X A9A

A. Information about the Suggestor:

[] GS-5, Intelligence Analyst, DDP/RI/ []

25X 25A1

B. Summary of the Suggestion:

The suggestor proposes that the addressograph machine, used for printing addresses on envelopes and labels, could also be used to insert other required information on the smaller [] envelopes by the use of an appropriately designed card-board jig to obtain the proper location. The suggestor states that about 500 pouches weekly are sent [] air-mail envelopes which require, in the majority of cases, one large and one small air-mail envelope each. Both envelopes require the insertion of the wording [] and a return address. This would require the insertion of the above entry on 1,000 envelopes weekly. He further indicates that about 200 pouches a week are mailed in large manila envelopes with each pouch requiring 2 envelopes with return addresses on which the above entry must be inserted.

25X1

C. Estimated Savings:

No estimate of monetary savings are given by the suggestor.

D. Evaluation:

The Chief, Records Integration Branch states that "The placing of return addresses on envelopes as suggested is being accomplished in RI by means of rubber stamps. This is considered to be more efficient than the use of the addressing machine because of the location on the envelopes and the feed of envelopes into the machine. . ."

E. Note:

Rejection of this suggestion appears indicated in view of the evaluation above. A commendatory letter appears to be warranted.

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Security Information